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DIARY NOTES

25X1A

DD/S



18 December 1962

1. At the Senior Staff Meeting this morning:

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a. [REDACTED] gave a brief report on his recent field trip.

b. I discussed the slow processing of candidates for employment by offices concerned and requested that Operating Officials take a personal interest in reducing the average processing time of twenty-eight days to no more than seven days.

c. I also discussed the parking situation, pointing out that violations were becoming flagrant and requested that Office Heads give this matter their attention. I said that parking spaces would be re-allocated by the first of the year or shortly thereafter, and by that time we would devise a system whereby officials would be informed if an employee of their component did not adhere to the parking regulation. If this cannot be done through command channels, it will be necessary to issue tickets, let people go to court, etc.

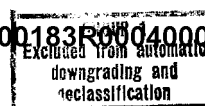
d. I announced that the cafeteria would be closed from 22 through 25 December unless someone felt there was a legitimate reason to request that it remain open. I also reminded those present that the Agency's Choral Group would sing in the cafeteria today and tomorrow, 18 and 19 December, and that there would be religious services in the auditorium at noon on Wednesday and Thursday, 19 and 20 December.

e. Dick Helms announced that funds for MIT scholarships for sons of Clandestine Services personnel had not been used and that anyone having an interest in obtaining one of these scholarships should contact [REDACTED] of TSD. 25X1A9a

f. Emmett Echols gave a run-down on our blood bank program, pointing out that since the move to the new building, our contributions have dropped off very substantially and announcing that the program will be reviewed early in January. General Carter wasn't favorably impressed with the location of this program, i.e., in the tunnel, and suggested that we consider placing it in the main lobby, in the room normally occupied by receptionists, or that the Medical Staff take over the program. At lunch time I walked with General Carter to the tunnel, and I think he was much more sympathetic to this location after having seen firsthand the essential laboratory facilities in close

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proximity. However, I asked Dr. Tietjen and Emmett Echols to discuss this further, and, later in the afternoon, Dr. Tietjen telephoned to make several points: First, he thought that the Red Cross would be very reluctant to turn over this program to the Medical Staff. Second, there is a security problem since this team is normally composed of five nurses, three doctors, and some technicians, all of whom are not cleared. Third, the Medical Staff would need some competence and training in addition to its current capabilities if it were to assume responsibility for the program. Fourth, it would require closing down a good part of the Medical Staff for one day a month. Fifth, it would cost money and people. He therefore had serious reservations and questioned why we should consider this approach at all since a solution to all the problems appeared to be at hand. I told him that I would have a further talk with General Carter about this, but that he should forget it unless I notify him to the contrary.

g. Mr. Kirkpatrick announced that he had convened a group to bring our emergency planning up to date, make it realistic, etc., and that he would expect to have some plan completed shortly after 1 January 1963.

h. Mr. Kirkpatrick also announced that the next Senior Staff Meeting would be on 8 January 1963.

25X1A9a i. General Carter announced that the Director was leaving on Friday, 21 December, for Seattle, Washington, and would be gone during the entire holidays, except that he will return to Washington, D.C., for two days during that time to meet with the President's Board of Advisors. General Carter will send daily messages to him, and everyone was encouraged to make a contribution to this daily cable. Information should be submitted to [REDACTED] or [REDACTED] 25X1A9a [REDACTED]. He also emphasized that Office Heads must see that essential business is carried on during the holidays and stated that he, personally, would be in his office on Saturday, 23 December, and on Monday, 24 December, until about noon.

j. General Carter also announced that Mr. McCone would address an assembly of employees in the auditorium shortly after the first of the year in order to review accomplishments and chart a course for the future.

k. General Carter was very outgoing in his complimentary remarks concerning the Christmas decorations and expressed his appreciation to all those who had made these decorations possible.

2. Mrs. Heath, of the District of Columbia Highway Department, called to say that our permit to block the sidewalk at the Steuart Building had been approved and could be picked up at 1100 hours. (I asked [REDACTED] to do this.)

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3. I briefed Jim Garrison of the Director's desire to acquire more real estate adjacent to the building and have arranged a meeting for Friday morning, 21 December, with Jim, Larry Houston, John Bross, and Mr. Kirkpatrick.

25X1A9a 4. Dr. Tietjen brought Dr. [REDACTED] up to give me a brief run-down on the study Dr. [REDACTED] has completed on "Application of Bioelectronic Techniques and Systems to Monitor Human Physiological Responses." 25X1A9a

25X1A9a 5. General Carter requested that we draft for his signature letters of appreciation to [REDACTED] Chairman of the Christmas Program Committee; 25X1A9a
to Admiral Anderson, the Chief of Naval Operations, for providing the WAVE Chorus; to [REDACTED], the Director of the Agency Choral Group; and to the two chaplains who will conduct the religious services here.

25X1A9a 6. I telephoned [REDACTED] to find out whether we were involved in the current efforts to obtain the release of Cuban prisoners and, if so, what was expected of DD/S. He advised me that we were not involved in any way.

7. Dr. Tietjen advised me that he had talked with [REDACTED] about his future. 25X1A9a
There is no question that Jim wishes to go overseas, and this is generally known. John therefore plans to proceed accordingly by releasing Jim when he has an assignment confirmed.

LKW:jas:fp

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